

SOCIAL MEDIA POLICY

Students must follow Westinghouse Arts Academy Charter School Internet policies and these guidelines anytime they post material that could identify them or their relationship to the school or when using Web tools in the classroom or in any way related to classroom or school activities.

Guidelines

Students must:

1. *Be aware of what they post online.* Social media venues are public and often permanent. Students should not post anything they wouldn't want friends, enemies, parents, teachers, or future employers to see.
2. *Follow the school's policies when writing online.* What is inappropriate in the classroom is inappropriate online. Harassing, bullying, threatening and other types of inappropriate conduct is prohibited in school and online. It is acceptable to disagree with someone else's opinions; however, do it in a respectful way. Criticism should be constructive and not hurtful.
3. *Be safe online.* Never give out personal information, including last names, phone numbers, exact birth dates, and addresses. Students should not share their passwords with anyone besides their teachers and their parents.
4. *Be careful when they link.* Linking to other websites to support thoughts and ideas is recommended. However, student should be sure to read the entire article prior to linking to ensure that all information is appropriate to a school setting.
5. *Do their own work!* Students are not to use other people's work without their permission. It is illegal to copy and paste other people's work (even parts of their work) without giving credit to that person. Students should hyperlink to their sources or include the web address where the information can be found. Pictures, videos, songs, and audio clips may also be protected by law. Students who don't have permission to use the images, videos, songs or other clips, shouldn't use them.
6. *Be genuine.* Students should not misrepresent themselves by using someone else's identity.
7. *Use appropriate writing.* Blog and wiki posts should be well written. Students should use proper grammar, capitalization, and punctuation. If student suggest edits to someone else's work such suggestions should be made in the spirit of improving the writing.
8. *Tell someone.* If students find inappropriate material that makes them feel uncomfortable, or is not respectful, students should tell their teachers. If students cannot tell their teachers, they should tell their principals.
9. *Follow the rules.* Students who do not abide by Westinghouse Arts Academy Charter School's policies and these guidelines will be subject to the consequences listed below and outlined in the Code of Conduct.

Westinghouse Arts Academy Charter School-issued email accounts are not private and Westinghouse Arts Academy Charter School retains the right to review, audit, intercept, access and disclose all messages created, received, or sent over the electronic mail system as necessary.

Westinghouse Arts Academy Charter School Administration reserves the right to make random audits of the history files that record which web sites students have visited.

Westinghouse Arts Academy Charter School is not, and cannot be, held responsible for the loss of material, accidental corruption or any other action that might affect transmission or loss of data.

Westinghouse Arts Academy Charter School has taken all precautions to maintain safety of all users and these guidelines are written and enforced in the interest of all users' safety and effective use of the Internet.

Consequences

Violations of this policy may result in (but are not limited to) the following consequences:

- Restriction of network access
- Loss of the grade
- Financial responsibility for repair/replacement of damaged items
- Suspension in accordance with school discipline code
- Criminal prosecution under appropriate state and federal laws

Teachers will monitor student use of the Internet. Students are given access for instructional activities. If Westinghouse Arts Academy Charter School determines that a student has been using the system in an inappropriate activity, the privilege will be withdrawn.

The signature of the parent or guardian must be on file for each student *prior* to Internet access. Access will be denied until a signature in this Code of Conduct is received.